

# **American Rescue Plan Act (ARPA)**

## **Housing Assistance Funding for Non-profit Organizations**

### **Addendum 1**

#### **February 15, 2022**

The Town inadvertently omitted the grant application from the original grant offering posting. The grant application includes a listing of required proposal details, project budget worksheet, and a certification and acknowledgement. The grant application is attached to and made a part of this addendum.

The Town received questions from one interested party before the established deadline. Those questions and the Town's responses are provided below (question in red and response in black).

#### **Question:**

**Is there a specific proposal template you would like used?**

Answer:

Applicants are required to provide all applicable information sought in the offering. The attached grant application must be completed.

All applications must include responses to the 5 enumerated items listed in the proposal details portion of the grant application. These responses should be provided in the form of a narrative.

#### **Question**

**Is there a specific template you would like used for the budget?**

Answer:

Applicants are required to use the budget worksheet that is provided as a part of this addendum.

#### **Question**

**Weatherization services – in reference to heating/cooling units, are funds limited to repairs or does funding extend to replacement/installation of HVAC, hot water heaters, etc.?**

Answer

Weatherization services would include repair and replacement of HVAC systems.

Hot water heater replacement would be permitted under the heading of "improve sanitation."

#### **Question**

**What is the minimum number of low-income homeowners the Town of Berryville would like to see benefit from this funding?**

**Answer**

The Town has not established a minimum number of homeowners who will benefit from this funding however, it prefers that a minimum of 3 homeowners benefit from this year's grant funds.

**Question**

**Would the Town of Berryville support quick processing of necessary permits to prevent delays in repairs?**

**Answer**

The Town does not issue building permits. Building permits in this jurisdiction are issued by the Clarke County Building Official.

The Town of Berryville Community Development Department will review complete zoning permits in an expeditious manner.

**Question**

**Would the Town of Berryville provide a list of properties who have property maintenance code violations?**

**Answer**

The Town has no such list. Town staff will make themselves available to speak with the selected subgrantee to assist in identifying properties in need of improvement.



**American Rescue Plan Act (ARPA)  
Housing Assistance Funding for Non-profit Organizations  
Grant Application**

**Submission Deadline: February 24, 2022, 12:00 p.m. (ET)**

To be considered for award of grant funds, organizations must submit one original and two copies of a completed grant application and budget sheet to the Town by either of the following methods:

- 1) mail to: Town of Berryville, Attention: Paul Culp, Town Clerk, 101 Chalmers Court, Suite A  
Berryville, VA 22611, or
- 2) hand-deliver to: Town of Berryville Business Office, 101 Chalmers Court, Suite A, Berryville, VA  
22611, Attention: Paul Culp, Town Clerk

Attachments, brochures, or other relevant materials may be included as part of the application packet (all attachments must be 8.5" X 11" in size).

All required materials must be submitted before the submission deadline in order for an application to be considered.

**General Information**

1. Organization's name: \_\_\_\_\_
2. Organization's mailing address: \_\_\_\_\_
3. Organization's website address: \_\_\_\_\_
4. Organization's Federal Tax Identification Number: \_\_\_\_\_
5. Organization's DUNS number: \_\_\_\_\_
6. Primary contact person (name/title): \_\_\_\_\_
7. Primary contact person's phone number: \_\_\_\_\_
8. Primary contact person's email address: \_\_\_\_\_
9. Organization's mission statement/purpose: \_\_\_\_\_

**Proposal Overview (must match Budget Overview Sheet)**

Funds Requested	Total Project Cost	Organization's Current Total Budget
\$	\$	\$

**Proposal Details**  
**(Please limit to 1,200 words)**

1. Program/Project Approach – Please include the following details, as applicable:
    - a. Describe the program/project for which organization is requesting funds.
    - b. Describe the identified need for organization's program/project.
    - c. Identify any other organizations in Berryville/Clarke County that address this need.
    - d. Describe the expected level of collaboration with other organizations/agencies on this project.
    - e. Describe whether this is a new, established, or modified program.
    - f. Enumerate the specific improvements for which grant funds will be used.
    - g. Describe in general who will benefit from this program and how.
    - h. Describe in detail how qualified home-owners will be identified.
    - i. Describe the measures that will be taken to secure and safeguard applicant/recipient information.
    - j. Describe how many households are expected to be assisted if requested funding is granted.
    - k. For established programs: Describe how many people were served during the previous program year, whether any of these people were from the Town of Berryville, and the measurable effects the program has achieved to date (please cite examples).
  2. Project Outcomes – Please include the following details, as applicable:
    - a. Describe at least two anticipated measurable outcomes for organization's project/program.
    - b. If this is an established program, then describe a measurable outcome of organization's previous year's work regardless of funding source.
  3. Organization's Auditing and Fiscal Controls – Please include the following details, as applicable:
    - a. Describe organization's fiscal oversight and internal controls to minimize opportunities for fraud, waste, and mismanagement.
    - b. Describe how organization plans to segregate grant funds from other funds for purposes of identification, tracking, reporting, and audit.
  4. Contingency Planning – Please include the following details, as applicable:
    - a. Describe how the organization would address the shortfall if the cost to deliver services in accordance with this grant exceeds grant funding level.
  5. Project Budget – Please include the following details, as applicable:
    - a. Briefly explain expected project revenues and expenses related to this proposal.  
Note: This should match the Project Budget Overview sheet.
    - b. Identify in detail how the grant funds would be spent.
- Please complete the attached project budget overview and submit with your application.**

## 2022 PROJECT BUDGET OVERVIEW / INCOME AND EXPENSES

Organization name: \_\_\_\_\_

### Revenue Source Projections

	Estimated Funding for this Project/Program
Proposed Grant Funding	
Other government grants (Identify below)	
Donations/other fundraising	
Internal/self-funding	
Other (Identify)	
Other (Identify)	
<b>TOTAL REVENUES</b>	<b>\$</b>

### Expenses

REGULAR OPERATING EXPENSES	Project/Program Budget (proposed)
Salaries/benefits*	
Rent/Occupancy/Insurance*	
Marketing/printing*	
Program/office supplies*	
Permits	
Contractors/Trades	
Supplies/materials	
Inspections	
Professional fees	
Other (Identify)	
Other (Identify)	
Other (Identify)	
Other (Identify)	
Other (Identify)	
Other (Identify)	
<b>TOTAL EXPENSES</b>	<b>\$</b>

\* The total of these four line items may not exceed 10% of requested grant funds.



### CERTIFICATION AND ACKNOWLEDGEMENT

Applicant certifies to the best of its knowledge that:

1. The information submitted to the Town of Berryville ("Town") in this application, and in connection with this application, is true and correct.
2. The applicant is in compliance with applicable laws, regulations, ordinances, and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil action, bankruptcy proceedings, regulatory action by a government entity, or inadequate capital to complete the project.
3. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its creditors that could have an adverse material impact on the project.
4. The applicant has disclosed, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

Applicant acknowledges that:

1. This application and other materials submitted to the Town will constitute public records subject to disclosure under the Commonwealth of Virginia Freedom of Information Act.
2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
3. A Subgrant Agreement will be required as part of the approved funding should the application be approved.

### CERTIFIED AND ACKNOWLEDGED:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized representative of organization*

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization name: \_\_\_\_\_